

Barrie
15 Sperling Drive
Barrie, Ontario

Phone: (705) 721-7520
Fax: (705) 721-1495
www.simcoemuskokahealth.org

HEALTHY STEPS @ WORK TOOLKIT PILOT PROJECT EVALUATION FINAL REPORT 2010

August 2010

Sherry Diaz, RN, BScN, CCHN(C), Public Health Nurse

Brenda Marshall, BAsC, Public Health Promoter

Nadine Robitaille, RN, BScN, Public Health Nurse

Pat Schneider, RN, BScN, MEd, Public Health Nurse

TABLE OF CONTENTS

Acknowledgements	1
Executive Summary	2
Introduction and Background	4
Evaluation Plan	7
Evaluation Questions	7
Methodology	8
Pre-Program Survey	8
Post-Program Survey.....	8
Tracking Form.....	8
Key Informant Interview	9
Analysis	10
Post-Program Survey.....	10
Tracking Form.....	10
Key Informant Interview	10
Evaluation Results	11
Pre-Program Survey Results.....	11
Pre-Program Survey Section One	11
Pre-Program Survey Section Two	13
Post-Program Survey Results	14
Post-Program Survey Section One	15
Post-Program Survey Section Two	16
Pre and Post-Program Survey Comparison and Summary.....	19
Tracking Form Results.....	20
Tracking Form Summary.....	22
Key Informant Interview Results.....	22
Key Informant Interview Summary	25
Conclusions	26
Usefulness	26
Ease of Use/User-Friendly	26
How the Toolkit was Used.....	26
Impact.....	26
Impacts Related to Policy Development	27
Participation in Community Events.....	27
Limitations	28
Recommendations	29
Appendix A: Application and Environmental Scan of Potential Pilot Sites	30
Appendix B: Permission Letter for Interview	32
Appendix C: HS@W Pre-Program Survey	33
Appendix D: HS@W Post-Program Survey	35
Appendix E: HS@W Resource Tracking Form	37
Appendix F: HS@W Key Informant Interview Guide	38
Appendix G: HS@W Toolkit Homepage	39
Appendix H: HS@W Pre-Program Raw Data	40
Appendix I: HS@W Post-Program Raw Data	41

ACKNOWLEDGEMENTS

A special thanks is extended to the ten pilot workplaces and their staff who participated in this project, as well as the community partners who contributed as members of the project Advisory Committee.

Original development of the Healthy Steps @ Work Toolkit was funded by the Public Health Agency of Canada under the Canadian Diabetes Strategy Community-Based Program-Ontario.

EXECUTIVE SUMMARY

The Simcoe Muskoka District Health Unit's Chronic Disease Prevention Healthy Lifestyle Program began a pilot project using the Healthy Steps @ Work web-based resource in January 2008. Workplaces used the Healthy Steps @ Work Toolkit as an on-line resource from mid January to March 2008, prior to the Toolkit going live on the internet. Results of this initial evaluation of the Toolkit by nine of the ten pilot workplaces indicated that minor revisions to the Toolkit were required. The pilot workplaces continued to use the Toolkit from April to December 2008 and provided additional feedback during the final evaluation at the end of 2008. The data collection answered the questions whether the Healthy Steps @ Work Toolkit was well-received, useful, easy-to-use, and how it was used by pilot workplaces. The data also helped to determine if participation in the project using the Toolkit had an impact on workplace health/wellness programming within the pilot workplaces.

Although the data was collected from 10 pilot workplaces from various sectors and sizes, they do not represent all workplaces in Simcoe and Muskoka. The workplaces participating in this project had several attributes which enabled them to be involved such as staff time/human resources, management commitment, and the availability of a computer. In addition, several of these workplaces were already doing some degree of workplace health promotion or had established a workplace health/wellness committee which increased readiness for the project. As a result, the findings cannot be generalized to all workplaces in Simcoe Muskoka.

Data collected during the final evaluation indicated the pilot sites found the Healthy Steps @ Work Toolkit to be user-friendly and useful, however some thought there was room for improvement on navigational design, graphics and content.

Although many of the pilot workplaces were aware of the Comprehensive Workplace Health Program information also found on the health unit website, most gravitated toward activities and resources from the "Be Aware" and "Make it Easy" sections of the Toolkit and appreciated the "grab and go" activities and resources.

The "Be Involved" and "Speak Out" sections of the Toolkit had some mention in the survey and there was ostensible change reported in community involvement as well as policy development. It may be that many of the pilot workplaces were not at a stage of readiness in their workplace wellness programming to use the more complex health promotion components in the Toolkit and needed more time to work towards that. Generally, workplaces will start with activities that raise awareness which may or may not build momentum for policy development; this substantiates what is understood about policy development being a long-term process that ideally sees input from all levels of an

organization and requires management support. Additionally, the pilot workplaces may have needed more resources and support to develop policy to ensure comprehensiveness.

By the end of the project all of the pilot workplaces continued to offer educational information on lifestyle topics as well as offering coordinated activities that promote healthy eating, physical activity or sun safety. There was also an increase in the number of workplaces who sponsored or participated in community activities or events and all workplaces were generally supporting healthy lifestyle behaviour. Pre and post-program survey results revealed an improvement in the rating of workplace health programming in seven worksites through supporting healthy lifestyle behaviour and providing coordinated activities.

Toolkit recommendations gleaned from pilot project participants, and health unit staff involved in the project, include considerations for the Healthy Steps @ Work Toolkit being better positioned within the context of the broader best practice approach which is Comprehensive or Balanced Workplace Health Promotion, and specifically, policy development. More assessment is needed regarding the feasibility of workplaces to implement a comprehensive model for workplace health promotion that includes policy development through a platform such as an on-line Toolkit. The Toolkit would be further enhanced with links to additional information and by covering other health topics pertinent to workplace health issues such as mental health, stress and tobacco use. Finally, assess the number/layers of components within the Toolkit to determine if navigation can be made easier.

Despite there being some challenges identified during project implementation, such as computer access and addressing multiple worksites, one workplace summed things up by revealing that staff felt appreciated as a result of participation in the Healthy Steps @ Work programming.

INTRODUCTION AND BACKGROUND

The Chronic Disease Prevention Healthy Lifestyle Program is mandated through the Ontario Public Health Standards¹ to work with workplaces using a comprehensive health promotion approach to increase the capacity of workplaces to develop and implement healthy policies and programs. This includes the creation or enhancement of supportive environments to address the following topics: physical activity, healthy eating, healthy weights, work stress, and exposure to ultraviolet radiation. These efforts also include reviewing, adapting, and/or providing resources and programs to support behaviour change.

As part of the Building Healthier Communities to Prevent Diabetes Project, an Advisory Committee of community partners was formed to develop the Healthy Steps @ Work Toolkit resulting from the recommendations of the Comprehensive Workplace Health Pilot Project that had previously been completed in 2004 – 2006.

The Healthy Steps @ Work is a web-based toolkit available on the Simcoe Muskoka District Health Unit website www.simcoemuskokahealth.org. It provides healthy eating, physical activity and sun safety resources, activities and sample policies to create healthier work environments. The resource is divided into four categories: “Be Aware” with educational material such as fact sheets, newsletter inserts, posters and brochures, “Make it Easy” which includes skill building activities such as contests, challenges, activities and quizzes, “Be Involved” which includes ideas for creating a supportive environment such as a workplace wellness program and participating in community activities, as well as “Speak Out” which pertains to ideas for policies within the workplace and how to support changes in the environment that impact health (see Appendix G).

¹ Ontario. Ministry of Health and Long-Term Care. Ontario Public Health Standards. Toronto, ON: Queen's Printer for Ontario; 2008. Retrieved August 11, 2010 from:

http://www.health.gov.on.ca/english/providers/program/pubhealth/oph_standards/ophs/proqstds/pdfs/ophs_2008.pdf.

The 10 workplaces participating in this project were recruited by members of the Healthy Steps @ Work Advisory Committee to pilot test the Healthy Steps @ Work Toolkit. The Advisory Committee members had a breadth of knowledge about local workplaces in the geographic areas of Muskoka, Orillia, Midland, Collingwood, Barrie, and South Simcoe, and a good understanding of the variety of workplaces needed for the pilot project. Advisory Committee members strategically disseminated invitation letters and applications for the pilot project to workplaces based on the following criteria:

1. Broad geographic representation;
2. Different sizes of workplaces from small to large. Small being defined as less than 25 employees, medium is 25 to 100 employees, and large greater than 100 employees;
3. Various levels of workplace wellness activities ranging from no activities to active wellness committees;
4. Variety of sectors including private sector, not-for-profit, union and non-union, white collar and blue collar;
5. Workplaces with satellite sites or one location.

All applicants completed an application and environmental scan (see Appendix A) with questions based on the criteria, to assist the Healthy Steps @ Work Advisory Committee in selecting a variety of workplaces for the project. The Advisory Committee reviewed 11 applications and selected 10 diverse pilot sites.

A training and networking workshop was held on January 18, 2008 for the 10 pilot workplaces selected to participate in the Healthy Steps @ Work Pilot Project. The workplaces were oriented briefly to the comprehensive components of workplace health promotion as available on the health unit website and provided a more in-depth review of the Healthy Steps @ Work Toolkit and expectations for the Healthy Steps @ Work pilot project. Participating workplaces were asked to implement one activity from the Toolkit between January and March 2008 and provide feedback on the Toolkit to the health unit's Workplace Health Workgroup. Each of the 10 pilot workplaces were linked to a member of the health unit's Workplace Health Workgroup for consultation and support as needed.

The Healthy Steps @ Work Toolkit is designed to provide easy access to "grab and go" resources while at the same time reflecting elements of a comprehensive model – which is considered best practice for workplace health promotion. A Comprehensive Workplace Health Promotion approach includes three interrelated categories that impact employee health – healthy lifestyle choices, occupational health and safety as well as the organizational culture. Strategies may include building healthy public policy, creating supportive environments, strengthening community action, and developing personal skills.

At this workshop a pre-program survey was completed by 19 pilot workplace representatives to gather baseline data about the workplace programming available in their workplaces prior to taking part in the pilot project (see Appendix C).

The 10 pilot workplaces piloted the use of the Healthy Steps @ Work Toolkit off-line from mid January to March 2008. Results of this initial Toolkit evaluation indicated the workplaces used the Toolkit resources in a variety of activities addressing awareness raising, skill building and policy development, and also made recommendations for minor revisions to the Toolkit. These revisions were completed by the end of March 2008 and the Toolkit was then posted to the health unit website.

EVALUATION PLAN

The evaluation plan for the Healthy Steps @ Work Toolkit project was developed by the Simcoe Muskoka District Health Unit Chronic Disease Prevention Workplace Health Workgroup in consultation with the program manager, supervisor and agency evaluation specialist.

Evaluation Questions

The evaluation sought to determine:

- Was the Healthy Steps @ Work Toolkit useful?
- Was the Toolkit easy to use and user-friendly?
- How did the pilot workplaces use the Toolkit in their workplace health programming?
- What impact did the workplace project have on the workplace health programming in the contact's workplace?
- Did the use of the tool result in increased participation in community events to promote health?

METHODOLOGY

To answer the evaluation questions, the following data collection methods were used: pre-program survey, post-program electronic survey, a tracking form, and key informant interviews.

Pre-Program Survey

A pre-program survey (see Appendix C) was completed by the pilot workplace participants at the initial training and networking workshop. The aim of the survey was to collect information on the level of the workplace health programming at the beginning of the project, whether there were policies in place or being considered, what environmental supports existed to support workplace health, and whether there was participation in community events.

Post-Program Survey

The post-program survey (see Appendix D) was completed by the same participants who completed the pre-program survey in January 2008 or by someone in a similar position in the workplace at the end of the project – December 2008. Included in an email communication was the post-program survey link to Survey Monkey, information about the purpose of the survey, the fact that it was confidential and participation was voluntary. In addition, it was noted that non-participation would in no way affect services received from the health unit.

When compared to the pre-program survey, the post program survey would assist in determining if the Toolkit resulted in an increase in the level of the workplace health programming, whether it resulted in an increase in policies, whether there were changes in the workplace environment, and whether there was increased participation in community events. The findings helped to determine if the tools in the Toolkit were useful and if they had an impact on workplace health programming.

Tracking Form

The contact individuals from the 10 pilot workplaces tracked the activities used from the Toolkit from January 2008 to December 2008 (see Appendix E). Initially, the 10 workplaces used the tracking form to pilot the Toolkit from January 2008 to March 31, 2008 and revisions were made to the Toolkit based on this feedback. Information gathered from the tracking forms completed from April to December assisted in determining specifically what resources the pilot workplaces used, how resources were used, the number of employees reached, what worked and what did not work when they used the resources. Further revisions to the Toolkit will be made based on these recommendations.

Key Informant Interview

The key informant interview was completed with the contact person from each of the 10 workplace pilot sites. Information from the key informant interview (see Appendix F) assisted in determining the usefulness and effectiveness of the Toolkit and what revisions were necessary. Some of the key informant interviews were audio taped once consent was received from the participant. A letter of consent to participate (see Appendix B) outlining the purpose, that participation was voluntary and the process for ensuring confidentiality as well as a copy of the interview guide questions was forwarded by email to the participant prior to the interview.

ANALYSIS

Post-Program Survey

Results from the post-program survey were tabulated by Survey Monkey. Tabulated results were reviewed for each statement and pre and post-program responses were compared to determine changes to workplace health programming levels. Rates of agreement/disagreement to the statements were compared to the previous survey.

Tracking Form

A list was made of the resources used from the Healthy Steps @ Work Toolkit and the number of workplaces that used each resource. The number of employers, employees and family members who participated in workplace activities and events was compiled. The number and type of activities and events implemented in the pilot workplaces was also compiled. Comments related to how the resources were used and recommendations for changes to the Toolkit were compiled. Common themes were analyzed.

Key Informant Interview

Data results were analyzed to determine percent of responses and comments were compiled from transcribed notes and common themes identified.

EVALUATION RESULTS

Pre-Program Survey Results

Nineteen respondents from 10 pilot workplaces submitted the survey. This information was gathered prior to the pilot workplaces initiating the Healthy Steps @ Work project. The respondents belonged to one or more of the following positions: Manager, Supervisor, Program Coordinator, Administrative Assistant, Human Resources Consultant, Human Resources Manager, Health and Safety and Wellness Coordinator, Health and Safety Manager, and Health and Safety Committee Representative.

Pre-Program Survey Section One

The following responses pertain to workplace health programming offered at the pilot workplaces in the six months leading up to their participation in the Healthy Steps @ Work Toolkit Pilot Project.

Section One Questions

A. My workplace provided educational information about lifestyle topics (physical activity, nutrition, smoking, etc).

- 0% indicated not at all
- 26% once in awhile
- 21% sometimes
- 32% often
- 16% most of the time
- 5% always

B. My workplace provides coordinated activities that promote physical activity/healthy eating.

- 26% indicated not at all
- 16% once in a while
- 21% sometimes
- 21% often
- 5% most of the time
- 11% always

C. We have healthy foods served at meetings and special events.

- 5% indicated not at all
- 5% once in awhile
- 37% sometimes
- 5% often
- 32% most of the time
- 16% always

D. My workplace sponsors or participates in community activities/events e.g. sponsors a sports team, sits on a community committee.

- 26% indicated not at all
- 1% once in awhile
- 16% sometimes
- 21% often
- 21% most of the time
- 5% always

The results indicated that all respondents (100%) believed their workplace provides educational information for employees about lifestyle topics such as physical activity and nutrition.

Over a third of respondents (37%) indicated their workplace provides coordinated activities that promote physical activity, healthy eating, and sun safety often, most of the time or always and equally (37%) once in awhile or sometimes. Twenty six per cent (26%) of respondents indicated their workplace does not provide such coordinated activities.

Over half of the respondents (53%) indicated their workplace served healthy foods at meetings and special events often, most of the time or always. Forty-two per cent (42%) indicated their workplace serves healthy foods once in awhile or sometimes, whereas five percent (5%) not at all.

Almost half of the respondents (47%) indicated their workplace sponsors or participates in community activities or events such as sponsoring a sports team or participating on a community committee either often, most of the time or always, whereas, just over a quarter (27%) did this once in awhile or sometimes. Twenty six per cent (26%) indicated their workplace does not sponsor or participate in community activities or events.

Pre-Program Survey Section Two

The following responses pertain to how much one agreed with the statements related to their workplace wellness programming in the last six months.

Section Two Questions

A. Our workplace has effective policies that promote physical activity.

- 5% indicated they strongly disagree
- 53% indicated they disagree with this statement
- 21% not sure
- 11% agree
- 5% strongly agree
- 5% no response

B. Our workplace has effective policies that promote healthy eating.

- 16% indicated they strongly disagree with this statement
- 47% disagree
- 21% are not sure
- 11% agree
- 5% no response

C. Our workplace has effective policies that promote sun safety.

- 11% indicated they strongly disagree with this statement
- 26% disagree
- 16% not sure
- 42% agree
- 5% no response

D. I feel that our workplace generally supports healthy lifestyle behaviour.

- 16% indicated they were not sure
- 53% agree
- 26% strongly agree
- 5% no response

E. Our workplace is considering healthy lifestyle policies.

- 21% indicated they were not sure
- 42% agree
- 32% strongly agree
- 5% no response

Over half of the respondents (58%) indicated they either disagreed or strongly disagreed with the statement their workplace has policies that promote physical activity, while fewer (16%) agreed or strongly agreed. There was another 21% who were not sure or did not respond.

Almost two thirds of the respondents (63%) indicated they disagreed or strongly disagreed with the statement their workplace has policies that promote healthy eating, while significantly fewer respondents (11%) agreed with this statement. Another 26% were not sure or did not respond.

Just over one third of the respondents (37%) indicated they disagreed or strongly disagreed with the statement their workplace has policies that promote sun safety, whereas more (42%) agreed with this statement. Additionally, 21% were either not sure or did not respond.

Most respondents (79%) indicated they either agreed or strongly agreed with the statement their workplace generally supports healthy lifestyle behaviour while another (21%) were either not sure or did not respond.

Most respondents (74%) indicated they agreed or strongly agreed with the statement their workplace is considering healthy lifestyle policies, while twenty six per cent (26%) indicated they were not sure or did not respond.

In summary, the results of the pre-program survey revealed most respondents from the 10 pilot workplaces felt their workplaces generally support healthy lifestyle behaviour, with all offering educational information and most providing at least some coordinated activities to promote healthy eating including foods served at meetings and special events as well as physical activity, and sun safety. The results also reveal the pilot workplaces generally do not have policies to support healthy eating or physical activity although a small number have policies that support sun safety. Additionally, most respondents indicated their workplaces are considering healthy lifestyle policies. Most of the respondents indicated their workplace supports local community activities and events through sponsorship or participation.

Post-Program Survey Results

Ten participants from nine of the pilot workplaces completed the post-program survey after one year of participation in the Healthy Steps @ Work project. The position or job title of the respondents was not asked as was done with the pre-program survey since the same respondents or someone in a similar position completed the post-program survey.

Post-Program Survey Section One

The following responses pertain to workplace health programming in the last six months while using the Healthy Steps @ Work Toolkit.

Section One Questions

A. My workplace provides educational information about lifestyle topics (physical activity, nutrition, smoking, etc).

- 0% indicated not at all
- 0% once in awhile
- 0% sometimes
- 40% often
- 40% most of the time
- 20% always

B. My workplace provides coordinated activities that promote physical activity/healthy eating.

- 0% indicated not at all
- 0% once in awhile
- 30% sometimes
- 30% often
- 20% most of the time
- 20% always

C. We have healthy foods served at meetings and special events.

- 0% indicated not at all
- 0% once in awhile
- 30% sometimes
- 30% often
- 30% most of the time
- 10% always

D. My workplace sponsors or participates in community activities/events (e.g. sponsors a sports team, sits on a community committee).

- 10% indicated not at all
- 10% once in awhile
- 0% sometimes
- 20% often
- 10% most of the time
- 40% always
- 10% no response

The results indicated that all respondents (100%) believed their workplace provides educational information about lifestyle topics for employees such as physical activity, nutrition, and sun safety. This occurred either often, most of the time or always.

All respondents (100%) indicated their workplace provides coordinated activities that promote physical activity or healthy eating which ranged from sometimes to always.

More than two-thirds of the respondents (70%) indicated their workplace serves healthy foods at meetings and special events often, most of the time or always. Whereas, thirty per cent (30%) indicated they serve healthy foods sometimes.

The majority of the respondents (80%) indicated their workplace sponsors or participates in community activities or events. Whereas, ten per cent (10%) indicated their workplace does not sponsor or participate in community activities or events. Another 10% had no response.

Post-Program Survey Section Two

The following responses pertain to how much one agrees with the statements related to their workplace wellness programming in the last six months.

A. Our workplace has policies that promote physical activity.

- 0% indicated they strongly disagree with this statement
- 40% disagree
- 10% are not sure
- 50% agree
- 0% strongly agree

B. Our workplace has policies that promote healthy eating.

- 0% indicated they strongly disagree with this statement
- 20% disagree
- 10% are not sure
- 70% agree
- 0% strongly agree

C. Our workplace has policies that promote sun safety.

- 0% indicated they strongly disagree with the statement
- 30% indicated they disagree
- 10% are not sure
- 50% agree
- 10% strongly agree

D. I feel that our workplace generally supports healthy lifestyle behaviour.

- 0% indicated they strongly disagree with this statement
- 0% disagree
- 0% are not sure
- 60% agree
- 40% strongly agree

E. Our workplace is considering healthy lifestyle policies.

- 0% indicated they strongly disagree with this statement
- 20% disagree
- 20% are not sure
- 40% agree
- 20% strongly agree

F. Our workplace is currently developing healthy lifestyle policies.

- 0% indicated they strongly disagree with this statement
- 30% disagree
- 20% are not sure
- 40% agree
- 10% strongly agree

Half of the respondents (50%) agreed with the statement their workplace has policies that promote physical activity. Less than half of the respondents (40%) indicated they disagree with this statement and 10% were not sure.

More than two thirds of the respondents (70%) indicated they agree with the statement their workplace has policies that promote healthy eating, while 20% disagree with this statement and 10% were not sure.

More than half of the respondents (60%) agreed or strongly agreed with the statement their workplace has policies that promote sun safety, while thirty per cent (30%) indicated they disagree with the statement and 10% were not sure.

One hundred percent (100%) of the respondents indicated they agree or strongly agree with the statement their workplace generally supports healthy lifestyle behaviour.

Sixty per cent (60%) of the respondents indicated they agreed or strongly agreed that their workplace is considering healthy lifestyle policies whereas twenty per cent (20%) indicated they were not and another twenty per cent (20%) were not sure.

Half of the respondents (50%) indicated they agree or strongly agree that their workplace is currently developing healthy lifestyle policies whereas thirty per cent (30%) disagreed with the statement. Twenty per cent (20%) were not sure.

Two of the respondents explained why they were not sure about considerations for, and the development of healthy lifestyle policies, as they were not clear whether management had time to develop policies. Since management was responsible for policy development, they could not respond.

The results indicated that following participation in the Healthy Steps @ Work Pilot Project nine pilot workplaces provided educational information on lifestyle topics and coordinated activities promoting healthy eating and physical activity. All respondents indicated their workplace generally supports healthy lifestyle behaviour, most workplaces served healthy foods at meetings and special events, and several workplaces have policies to support healthy eating, physical activity as well as sun safety. Additionally, more than half of the respondents indicated their workplaces were considering healthy lifestyle policies with half of the respondents indicating their workplace is currently developing healthy lifestyle policies. The majority of respondents indicated their workplace supports local community activities and events through sponsorship or participation.

Pre and Post-Program Survey Comparison and Summary

Section One

In both the pre and post-program surveys, all respondents (100%) believed their workplace provides educational information about lifestyle topics. Following the initiation of the Healthy Steps @ Work Project, the post-program surveys reveal, there was an increase in the respondents who indicated their workplace provides coordinated activities that promote physical activity and healthy eating sometimes, often, most of the time or always (58% to 100%). While there was decrease in the number of respondents who indicated their workplace have healthy foods served at meetings and special events once in awhile or sometimes (42% to 30%), there was a significant increase in the respondents who indicated they do this often, most of the time or always (53% to 70%). Likewise, while there was a decrease in the number of respondents who indicated their workplace sponsors or participates in community activities or events either once in awhile or sometimes (27% to 10%), there was also a significant increase with those who indicated they do this often, most of the time or always (47% to 70%).

Section Two

In comparing the pre and post-program surveys, the post-program survey revealed there was a substantial increase in the respondents who either agreed or strongly agreed with the statement pertaining to their workplace having policies that promote physical activity (16% to 50%) whereas, fewer respondents disagreed or strongly disagreed with the statement (58% to 40%). There was also a substantial decrease in the respondents who indicated they disagreed or strongly disagreed with the statement their workplace has policies that promote healthy eating (63% to 20%), whereas there was a significant increase in the respondents who indicated agreement with this statement (11% to 70%). There was a slight decrease in the respondents who disagreed or strongly disagreed with the statement pertaining to their workplace having policies that promote sun safety (37% to 30%), whereas there was an increase in the respondents who agreed or strongly agreed with the statement (42% to 60%). There was also a marked increase in the respondents who agreed and strongly agreed that their workplace generally supports healthy lifestyle behaviour (79% to 100%) with nobody (0%) indicating they were unsure. While there was a decrease in the respondents who agreed and strongly agreed that their workplace were considering healthy lifestyle policies (74% to 60%), an additional question was asked in the post program survey regarding whether the workplace is currently developing healthy lifestyle policies and 50% indicated they agreed or strongly agreed.

This additional question was added to the post-survey to determine if any of the pilot workplaces had moved beyond consideration for policy and begun the process for developing healthy lifestyle policies. The value of knowing this was determined after the

pre-program survey had been completed by participants. As a result there is not pre-program survey data available to compare with the post-program results.

On the whole, when comparing the overall pre-program and post-program survey results, by the end of the project all of the pilot workplaces continued to offer educational information on lifestyle topics as well as offering coordinated activities that promote healthy eating, physical activity or sun safety. There was also an increase in the number of workplaces who sponsored or participated in community activities or events and all workplaces were generally supporting healthy lifestyle behaviour. When it comes to workplace health policies to support healthy eating, physical activity and sun safety, most continue to consider such policies and half of the workplaces were in the process of enhancing or developing healthy lifestyle policies.

In summary, responses from the pilot worksites for the pre and post-program survey results revealed an improvement in the rating of workplace health programming in seven worksites through supporting healthy lifestyle behaviour and providing coordinated activities. There was no change or improvement shown in one worksite. However, the responses indicated the respondent was unsure of the current status of workplace programming. Four of the worksites showed an improvement in the area of policies that promote healthy eating. Six worksites showed an improvement in providing educational information on lifestyle topics and offering coordinated activities to support healthy eating and physical activity. Four worksites showed improvement in participating in community activities and events that promote health. Three worksites showed improvement in supporting a healthy lifestyle. One worksite indicated improvement in offering healthy food at meetings and events. One worksite showed improvement in providing policies that support physical activity, healthy eating and sun safety.

Tracking Form Results

Six of the 10 workplaces completed a tracking form of resources used during the year of the pilot project.

Workplace 1

- Healthy recipes – used for “Smoothie Day”
- Canada’s Food Guide – used at a skating party and pot luck
- Sun safety resources – distributed at a healthy kids day

Workplace 2

- Monthly themes with newsletter articles, posters and quizzes
- The Healthy Steps @ Work topics including sun safety, nutrition and physical activity were used for certain months
- Pedometer challenge – month of April

Workplace 3

- Healthy Eating Guidelines – new policy for catering and healthy food selections
- Balanced Workplace Health Six Step Model – used for staff satisfaction survey
- Healthy recipes – café wellness display

Workplace 4

- Fact sheets – posted bi-weekly on staff bulletin board – mostly nutrition with some sun safety and physical activity
- Healthy recipes – healthy snacks made for staff meetings and demos
- Hard copies of resources and recipes – kept in a wellness bookshelf
- Pedometers and walking resources – mapped areas to encourage walking on breaks
- Healthy Steps @ Work display – two week display for staff and public

Workplace 5

- Healthy recipes – attached to employee pay envelopes
- Physical Activity and Nutrition quiz – contest for prizes
- Hard copy of resources – in a binder in staff room
- Healthy tips of the week – posted on washroom door
- Pedometer challenge – used flyer, posters, fact sheets, participants guide and pedometers
- Healthy Steps @ Work display – in staff room

Workplace 6

- Balanced Workplace Health resources – helped start the wellness committee
- Sun safety resources – used for student orientation
- Fact sheets, quizzes – used to support activities such as blood pressure clinics and big brain challenge
- Newsletter articles
- Healthy Steps @ Work website – used to research safety talks on sun safety, physical activity and healthy eating
- Pedometer challenge – used flyer, posters, fact sheets, participants guide and evaluation and pedometers

Tracking Form Summary

All six of the workplaces used resources from the “Be Aware” and “Make it Easy” sections of the Healthy Steps @ Work Toolkit such as fact sheets, newsletter inserts and posters and activities such as quizzes and pedometer challenges. One workplace used policy information from the “Speak Out” section to develop a healthy eating related policy. Two workplaces mentioned using the “Balanced Workplace Health” section of the website for more comprehensive activities such as conducting a survey and starting a wellness committee. There were few comments on what worked well and what didn’t.

Key Informant Interview Results

All 10 of the pilot sites had a key informant participate in the interviews. The informant was familiar with the Healthy Steps @ Work Pilot Project. The findings are discussed below.

Question 1

How were you involved in the Healthy Steps @ Work Project?

All of the informants described being involved in developing activities and sharing resources from the Healthy Steps @ Work Toolkit with staff. Most key informants held positions in the workplace that connected them to workplace wellness (e.g. Human Resources, Health and Safety Committee, and Workplace Wellness Committee). In some cases, health promotion was part of their workplace portfolio.

Question 2

Overall, how useful was the health information and resources provided in the Healthy Steps @ Work Toolkit?

Common remarks included: “*useful*”, “*helpful*”, “*excellent*”, “*fantastic*”, “*very beneficial*”, and “*easy to use*”.

“We got all of the information from this website and put it on our bulletin boards at the front door and where clients came in and out on the topic areas (e.g. healthy eating one month, sun safety another month). We distributed quizzes”.

Several informants mentioned there was a variety of information on the website for all age groups and the information was “transferable to their family members”. The “Be Aware” section was positively mentioned in several of the interviews. Several informants indicated the wellness programming was still at the “early” or “beginning stages”.

Question 3

How did you like the design (layout, graphics) and format of the Healthy Steps @ Work Toolkit?

Common feedback included the website was user-friendly, the design was good, and information was easy to access. “*It was nice to have access to all the information on the tool bar on the left hand side*”. Many noted there was a wealth of information however a few people from one worksite commented on the many layers and found “*it was hard to make their way through it all even though it is a great resource*”. However, those who wanted more information could go deeper. “*I liked that there was lots of information so you could find simple things or go further for more in-depth information*”.

Many liked how the website was formatted into the three sections and three topic areas. “*I really liked how the information was broken down into “Be Aware”, “Make It Easy”, “Be Involved”, “Speak Out”.* Use of the “Be Aware” content was commented about more often than the other sections. Additional feedback included appreciating the links to other websites. One person mentioned the Toolkit was difficult to find on the website, but once located, easy to use and navigate through. A few commented on the graphics being “*child-like*”. No technical issues were identified.

Two people commented on the Toolkit being web-based and that “*it limited who worked on the project due to computer access*”. In some cases, obtaining all of the resources from the web-based toolkit was left to one individual.

Question 4

Did the Toolkit help you to plan and implement a workplace wellness initiative?

All respondents indicated that the Healthy Steps @ Work Toolkit helped them to plan and implement workplace wellness initiatives. All of the workplaces used resources from the “Be Aware” section including posting information on bulletin boards, utilizing resources during health related theme weeks or months, loaning out of resources, creation of a resource binder and newsletters (some hard copy, others electronic), and making posters with information from the Toolkit. Several did activities from the “Make it Easy” section including quizzes and challenges (e.g. pedometer challenge). One larger workplace commented that *“some of the challenges seemed overwhelming to offer equitably across multiple sites”*. Four workplaces worked at creating supportive environments as outlined in the “Be Involved” section including offering yoga classes, distributing sunscreen at an outdoor BBQ, offering healthier lunch options at in-service days, and incorporating physical activity and healthy eating at a family event.

For the “Speak Out” section, two workplaces indicated they enhanced policies and guidelines that already existed. One workplace explained how this section provided supports to their sun safety guidelines and another on how it assisted them with revisions to their vending and catering policies.

Question 5

Which tools, resources did you find useful?

Many mentioned quizzes and resources for binders and workplace bulletin boards on all topic areas were useful, but especially those about healthy eating. *“The newsletter articles were very easy and a helpful way to get information out to staff”*.

The pedometer challenge and associated resources on the website were mentioned multiple times. *“It broke everything down into steps, on how to implement the challenge, it had everything there at your finger tips, it had posters, emails, letters of encouragement, everything was there; all you had to do was print it”*. It was also noted that having incentives such as pedometers were important, given small budgets and a lack of resources.

Some commented the policies were *“beyond what the wellness committee could do”*. However another workplace mentioned that the *“policy piece around healthy eating was useful and encouraged consideration in their own situation”*.

One workplace found the link to the Comprehensive Workplace Health resources useful and incorporated the concepts into their staff survey.

Question 6

Is there anything you would suggest adding or changing in the Toolkit?

Several people mentioned expanding the topics. *“Don’t remove anything, add more topics.”*

There were multiple suggestions for adding stress and mental health and related topics (e.g. building relationships, management practices, healthy culture, benefits of sleep, etc). One workplace mentioned adding tobacco as a topic, in particular Quit Kit’s for staff.

Question 7

Other Comments:

Many noted it is important to do health promotion and how it often gets lost. Some indicated they would continue to use the tracking tool and use health promotion in their workplaces.

It was mentioned by a few workplaces that the pilot project was a catalyst for initiating a wellness committee, and implementing health promotion programs. *“Staff noted on the evaluation forms that they felt appreciated”* as a result of the Healthy Steps @ Work programming.

Key Informant Interview Summary

Generally, feedback about the usefulness and design of the Healthy Steps @ Work Toolkit was positive; however, there is room for improvement. One workplace found the format of the Healthy Steps @ Work Toolkit to have a lot of layers, but at the same time, others found that useful to facilitate navigation through the wealth of information. It was suggested that other topics such as mental health, stress and tobacco could be added. The Toolkit appeared to be useful for workplaces in the beginning stages of wellness programming with particular focus on the “Be Aware” and “Make it Easy” components. Use of the pedometer challenge information and resources from the website was popular. However, uptake of this activity may have been influenced by the fact that all the pilot sites received 20 pedometers for participating in the project. Some of the workplaces found the “Speak Out” section of the Toolkit useful for enhancing already existing policies. However, only one of the workplaces developed new policies as a result of participating in the project. None of the workplaces mentioned initiating any activities to strengthen community action as outlined in the “Be Involved” section during the interviews.

CONCLUSIONS

Usefulness

A question the Healthy Steps @ Work evaluation tried to gauge was if the Toolkit was “useful”. All of the workplaces agreed it was useful, especially the “Be Aware” and “Make it Easy” components. The pilot workplaces all made use of “grab and go” types of resources such as fact sheets, newsletter inserts, posters as well as activities such as quizzes and pedometer challenges.

Ease of Use/User-Friendly

Another question the evaluation attempted to address was whether the Toolkit was “easy to use”. In general, all the informants indicated it was user-friendly; however, some suggested there is room for improvement on the navigational design and graphics. In addition, some workplaces recommended Toolkit expansion to include other health-related topics such as mental health, tobacco and stress.

How the Toolkit was Used

Even though the pilot workplaces were aware of the comprehensive workplace health information as received during the training and networking workshop, (which was on its own a significant amount of information) the wellness committees gravitated towards activities and resources from the “Be Aware” and “Make it Easy” sections of the Toolkit and appreciated the “grab and go” activities. The “Be Involved” and “Speak Out” sections of the Toolkit had some mention and there was ostensible change reported in community involvement and policy development. It may be that many of the pilot workplaces were not at a stage of readiness in their workplace wellness programming to use the more complex health promotion components in the Toolkit and needed more time to work towards that. Additionally, they may have needed more resources and support to develop policy and ensure comprehensiveness.

Impact

The evaluation tried to gather information on how the use of the Toolkit impacted workplace health programming. Results revealed that all of the pilot workplaces were providing lifestyle educational information throughout the project. However, there was an overall improvement in the coordination of activities to promote healthy eating, physical activity and/or sun safety. There was also an increase in the respondents who indicated their workplace serves healthy foods at meetings and special events either often, most of the time, or always.

Impacts Related to Policy Development

While it was not a clear expectation that the pilot workplaces would develop or implement workplace health policies during the time they were allotted for implementing a Healthy Steps @ Work activity, some workplaces used the policy resources from the “Speak Out” section of the Toolkit to either begin the process for developing new policies or to revise/strengthen an existing policy. Perhaps these particular workplaces were farther along than others with workplace wellness programming which enhanced their ability to progress to this level.

The concept of graduating through phases or steps, builds on what was learned from the previous health unit project for comprehensive workplace health. Generally, workplaces will start with the easier “Be Aware” and “Make It Easy” activities as they raise awareness, build momentum and support for comprehensive workplace health promotion programming including higher level policy development. This also substantiates what is understood about policy development being a long-term process that ideally involves input from all levels of an organization and requires management support.

Participation in Community Events

According to the pre and post-survey results, there was a small increase in the respondents who indicated their workplace sponsors or participates in community events even though there was minimal mention of the “Be Involved” section of the Toolkit during the key informant interviews. This section includes ideas for creating a supportive environment such as a workplace wellness program and participating in community activities that would support healthy living. Perhaps there needed to be further context and clarity in the Toolkit for defining what “Be Involved” means, additional resources provided, and specific questions asked in relation to this. Several of the workplaces may not have been at a stage of change or readiness to look beyond their workplace setting for community level health promotion. This study also took place during an economic downturn and workplace capacity to be involved in community activities may have been restricted. In addition, different people with various degrees of knowledge about their workplace practices were involved in answering questions in the pre and post-program surveys.

LIMITATIONS

Although the data was collected from 10 pilot workplaces from various sectors and sizes, they do not represent all workplaces in Simcoe and Muskoka. The workplaces participating in this project had several attributes that enabled them to be involved such as staff time/human resources, management commitment, and the availability of, and individual access to computers. In addition, several of the pilot workplaces were already doing some degree of workplace health promotion which increased readiness for the project. As a result, the findings cannot be generalized to all workplaces.

An economic recession occurred during the course of the project evaluation which resulted in loss of some pilot workplace staff. The recession also influenced employee morale, interrupted the continuity of the programming and how much could be devoted to workplace health in general.

The project participants who completed the pre-program survey were not, in all cases, those who answered the post-program survey therefore impacting the consistency of the results and data comparison. Additionally, the individuals who completed the pre and post-program surveys may not have been prepared for, or in a position to answer questions pertaining to details about workplace supports and policies.

Although the Toolkit offers sample policies, it is unreasonable to expect the pilot workplaces would have been able to develop workplace health policies during the limited time they were involved in the project. Nor does the Toolkit necessarily support all of the necessary steps for policy development. Additionally, if policy development was hoped for, this was not made clear to the pilot workplaces during the initial workshop or key informant interviews despite pre and post-program survey questions pertaining to policy.

RECOMMENDATIONS

The following recommendations are a culmination of information gleaned from the pilot project participants in addition to input from health unit staff that worked with, and supported the pilot workplaces, during the project.

- Better position the Healthy Steps @ Work Toolkit as a component of the broader best practice approach which is Comprehensive/Balanced Workplace Health Promotion; a separate section of the Health Unit website.
- Consider policy development within the context of Comprehensive/Balanced Workplace Health section instead of within the Healthy Steps @ Work Toolkit due to the nature of the Toolkit being a “grab and go” type of resource. Conduct further assessment regarding the feasibility of workplaces to implement a comprehensive model for workplace health promotion, including policy development, especially using a platform such as an on-line toolkit. Assess the additional resources required for workplace policy development if policy remains a suitable component of the Toolkit.
- Enhance the Toolkit with links to additional information and resources. Expand the health topics covered in the Toolkit to address other pertinent workplace health issues such as mental health, stress and tobacco use.
- Conduct further assessment of the number/layers of components within the Toolkit to determine if navigation can be made easier.

For more information about the Healthy Steps @ Work On-line Toolkit, the Healthy Steps @ Work pilot project or the contents of this report, contact **Your Health Connection at (705) 721-7520 or 1-877-821-7520 or by visiting www.simcoemuskokahealth.org*

APPENDIX A: APPLICATION AND ENVIRONMENTAL SCAN OF POTENTIAL PILOT SITES

Name of Workplace: _____

Address: _____

Contact Person: _____

Title: _____

Phone #, Ext: _____

Email: _____

Number of Employees: _____

Provide a brief description of your workplace (i.e. manufacturer with an assembly line, charitable organization, health sector, education, etc):

Please answer the following questions about your workplace:

1. Do you have shift work?

Yes No

If yes, number of shifts _____

2. What are your hours of operation?

Number of hours a day _____

Number of days a week _____

3. Are you unionized?

Yes No

4. Do you have an employee lunch/break room?

Yes No

5. Do you have a food preparation room (with refrigeration, sink, microwave)?

Yes No

6. Do you have vending machines?

Yes No

If yes, please describe what is available in them:

7. Do you have multiple offices in different locations?

- Yes No

Approximately what percentage of employees work in each of the following settings:

- _____ In office, with mix of desk and non-desk tasks
_____ In office, mainly at desk or mainly on computer
_____ On assembly line, moving frequently
_____ On assembly line, sitting with mainly hand movement
_____ Mobile in community moving frequently
_____ Other (briefly describe): _____

Please check all that apply to your current workplace wellness programming:

- We have a workplace wellness committee separate from our health and safety committee.
 We do some workplace wellness activities through our health and safety committee.
 We do not have a workplace wellness committee and are not thinking of starting one.
 We do not have a workplace wellness committee but are thinking of starting one.
 We have a workplace wellness committee but are struggling to provide workplace wellness programming.
 We don't provide any workplace wellness programs.
 We provide sporadic workplace wellness programs when needed.
 We provide regular workplace wellness programming.
 We have workplace wellness related policies.
 We assess our workplace wellness programs.
 We have a wellness committee and provide regular workplace wellness programs.
 We are implementing a planned series of workplace wellness initiatives based on assessing employee needs.
 We have an occupational health professional on staff.
 We have management representation on the workplace wellness committee.

8. Do you have management commitment to participate in the pilot project as outlined in the application letter?

- Yes No

If you are interested in becoming part of this pilot project please complete the attached application and return to Brenda Marshall before November 1, 2007. The community advisory group will review all the applicants to ensure there is a cross section of workplaces throughout Simcoe and Muskoka. All applicants will be notified after November 7, 2007 as to their involvement in this initiative. We thank everyone in advance for their interest in this exciting project.

APPENDIX B: PERMISSION LETTER FOR INTERVIEW



Tel: 721-7520
Toll free: 1-877-721-7520
www.simcoemuskokahealth.org
Your Health Connection

Healthy Steps @ Work Project Evaluation

Dear Workplace Health Partner:

The final evaluation of the **Healthy Steps @ Work Project** is being conducted by the Simcoe Muskoka District Health Unit. We would like to obtain your valuable feedback from your perspective regarding the use of the **Healthy Steps @ Work Toolkit**. This would involve an interview with you that will take approximately a half an hour. The interview can be conducted by meeting with you at your worksite or by telephone, which ever is more convenient for you. Participation is voluntary and responses will be kept confidential.

During the interview your comments will be tape recorded and referenced in general terms, which means they will not be linked to you. Transcribed notes will be kept secure and destroyed upon completion of the final report.

The pooled findings will be used to assist the Health Unit in revising the **Healthy Steps @ Work Toolkit**. This will support workplaces in creating a healthier work environment for all employees. The report will be made available to all participating workplaces.

If you have any questions about the Healthy Steps @ Work project please contact:

Mary Gibson, Supervisor, Healthy Lifestyle Program, Simcoe Muskoka District Health Unit, telephone (705) 721-7520, extension 7336.

Thank you for considering participation.

I understand the purposes and uses of the **Healthy Steps @ Work project** and I consent to participate in this interview.

I consent to the interview to be tape recorded: Yes No

Signature: _____

Date: _____

Please ensure there is a confidentiality notice on the fax form cover sheet you use to return your consent form. Below is a sample of a notice.

Confidentiality Notice:

The contents of the document(s) accompanying this facsimile transmission are confidential and intended only for use by the individual(s) named above. It may contain information that is privileged, confidential, or otherwise protected from disclosure. Any review, dissemination or use of this transmission or its contents by persons other than the addressee is strictly prohibited. If you received this transmission in error, please notify me immediately at the office referenced above.

APPENDIX C: HS@W PRE-PROGRAM SURVEY

We would like to obtain additional information about your workplace health programming prior to your workplace starting the Healthy Steps @ Work project and at the end of the Healthy Steps @ Work project. This valuable information will assist us in assessing the effectiveness of the project on your workplace health programming.

The information collected will be kept confidential. Your participation in this survey is completely voluntary. The results will be pooled and reported in general terms in a final report.

Should you decide not to participate in this survey, it will in no way affect any support and/or services you may receive from Simcoe Muskoka District Health Unit.

If you have any questions or concerns please contact Mary Gibson, Supervisor, Healthy Lifestyle Program, Simcoe Muskoka District Health Unit at (705) 721-7520 extension 7336.

Name of Worksite: _____

Position/Job Title: _____

Please answer the following questions to tell us about your workplace health programming in the last six months. Please circle the appropriate number for your response.

	Not at all	Once in a while	Sometimes	Often	Most of the time	Always
My workplace provided educational information about lifestyle topics (physical activity, nutrition, smoking, etc.).	0	1	2	3	4	5
My workplace provides coordinated activities that promote physical activity/healthy eating.	0	1	2	3	4	5
We have healthy foods served at meetings and special events.	0	1	2	3	4	5
My workplace sponsors or participates in community activities/events e.g. sponsors a sports team, sits on a community committee.	0	1	2	3	4	5

Please indicate how much you agree with the following statements in relation to your workplace health programming in the last six months. Please circle the appropriate number for your response.

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
Our workplace has effective policies that promote physical activity.	1	2	3	4	5
Our workplace has effective policies that promote healthy eating.	1	2	3	4	5
Our workplace has effective policies that promote sun safety.	1	2	3	4	5
I feel that our workplace generally supports healthy lifestyle behaviour.	1	2	3	4	5
Our workplace is considering healthy lifestyle policies.	1	2	3	4	5

Thank you for participating in this survey.

APPENDIX D: HS@W POST-PROGRAM SURVEY

Name of Worksite:

Dear Workplace Health Partner:

In January 2008 you or a representative from your workplace completed a survey prior to your workplace starting the Healthy Steps @ Work project. Now that we are at the end of the project we would like to do a comparison survey.

The information collected will be kept confidential. Your participation in this survey is completely voluntary. Should you decide not to participate in this survey, it will in no way affect any support and/or services you may receive from the Simcoe Muskoka District Health Unit. The information you provide will be pooled and reported in general terms in a final report.

Please click on the link below and it will take you directly to a survey in Survey Monkey. This information is collected under Section 5 of the Health Protection and Promotion Act. The information collected in this form will be used only for the purposes of program planning and service delivery. Questions regarding the collection and use of information should be directed to Mary Gibson, Supervisor, Healthy Lifestyle Program, Simcoe Muskoka District Health Unit, 15 Sperling Drive, Barrie ON L4M 6K9, telephone (705) 721-7520 extension 7336.

Please answer the following questions to tell us about your workplace health programming in the last six months. Please circle the appropriate number for your response.

	Not at all	Once in a while	Some-times	Often	Most of the time	Always
My workplace provides educational information about lifestyle topics (physical activity, nutrition, sun safety, etc.).	0	1	2	3	4	5
My workplace provides coordinated activities that promote physical activity/healthy eating/sun safety.	0	1	2	3	4	5
We have healthy foods served at meetings and special events.	0	1	2	3	4	5
My workplace sponsors or participates in community activities/events i.e. sponsors a sports team, sits on a community committee.	0	1	2	3	4	5

Please indicate how much you agree with the following statements in relation to your workplace wellness programming in the last six months. Please circle the appropriate number for your response.

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
Our workplace has policies that promote physical activity.	1	2	3	4	5
Our workplace has policies that promote healthy eating.	1	2	3	4	5
Our workplace has policies that promote sun safety.	1	2	3	4	5
I feel that our workplace generally supports healthy lifestyle behaviour.	1	2	3	4	5
Our workplace is considering healthy lifestyle policies.	1	2	3	4	5
Our workplace is currently developing healthy lifestyle policies.	1	2	3	4	5

If you answered not sure to any responses please indicate why:

Thank you for participating in this survey.

APPENDIX E: HS@W RESOURCE TRACKING FORM

Name of Strategy or Resource	How was it Used	Number of Participants	Rate the Resource What worked well and what did not work well

APPENDIX F: HS@W KEY INFORMANT INTERVIEW GUIDE

Hello, my name is _____ and I am a member of the Workplace Health Workgroup with the Chronic Disease Prevention Healthy Lifestyle Program of the Simcoe Muskoka District Health Unit.

The final evaluation of the **Healthy Steps @ Work Project** is being conducted by the Simcoe Muskoka District Health Unit. We would like to obtain valuable feedback from your perspective regarding the use of the **Healthy Steps @ Work Toolkit**. Participation in this interview is voluntary and responses will be kept confidential. Should you decide not to participate in this survey, it will in no way affect any support and/or services you may receive from Simcoe Muskoka District Health Unit. During the interview you may request to stop at any time and can choose not to answer any question you do not wish to answer.

During the interview your comments will be tape recorded (or hand written notes will be taken – depending on what the person agreed to in their letter of consent) and referenced in general terms, which means they will not be linked to you. Transcribed notes will be kept secure and destroyed upon completion of the final report.

The pooled findings will be used to assist the health unit in revising the **Healthy Steps @ Work Toolkit**. This will support workplaces in creating a healthier work environment for all employees. The report will be made available to all participating workplaces.

Do you have any questions before we begin?

Key informant interview questions:

1. How were you involved in the Healthy Steps @ Work project? (Role, process, activities).
2. Overall, how useful was the health information and resources provided in the **Healthy Steps @ Work Toolkit**? Please comment.
3. How did you like the design (lay-out, graphics) and format of the **Healthy Steps @ Work Toolkit**? Please comment.
4. Did the Toolkit help you to plan and implement a workplace wellness initiative? If yes, please give examples of the initiatives you implemented as a result of help from the Toolkit.
5. Which tools/resources did you find useful?
6. Is there anything you would suggest adding or changing in the Toolkit?

APPENDIX G: HS@W TOOLKIT HOMEPAGE

What is the Healthy Steps @ Work Toolkit?

Healthy Steps @ Work is a web-based Toolkit that provides [healthy eating](#), [physical activity](#), [sun safety](#), [tobacco](#) and [alcohol](#) resources and activities to create healthier work environments. The four topic areas are divided into four sections:

- **Be Aware** – educational material such as fact sheets, newsletter inserts, posters and brochures
- **Make it easy** – skill building activities such as contests, challenges, activities and quizzes
- **Be involved** – ideas for creating a supportive environment such as a workplace wellness program and participating in community activities
- **Speak out** – ideas for policies within the workplace and how to support changes in the environment that impact health

Why is it Important?

Unhealthy eating habits and physical inactivity and alcohol use are important risk factors for chronic diseases such as type 2 diabetes, heart disease and some cancers. About 30 percent of Canadians are physically inactive and over 50 percent are overweight (Chronic Disease Prevention Alliance of Canada, 2007). Since the majorities of adults are employed and spend a large part of their time at work, the workplace is the ideal setting to promote physical activity, healthy eating and sun safety, tobacco and the safe and responsible use of alcohol.



Creating healthier work environments improves employee's lifestyle behaviours, morale and productivity.

When workplaces invest in [balanced \(comprehensive\) workplace health promotion](#) there is a reduction in absenteeism, sick leave, health plan costs, workers' compensation and disability (PHRED, 2007). Creating healthier work environments improves employee's lifestyle behaviours, morale and productivity.

This resource was developed by the Simcoe Muskoka District Health Unit in collaboration with community partners as part of a comprehensive approach to improve healthy eating, physical activity, sun safety behaviours and encourage tobacco-free living and safe and responsible use of alcohol among residents of Simcoe and Muskoka. Collective action in home, school and workplace settings can facilitate change. For more information about how we all can contribute to healthy lifestyle opportunities visit [A Call to Action: Building a Lifetime of Good Health Begins Now](#).

Page Last Updated: Thursday, December 17, 2009

APPENDIX H: HS@W PRE-PROGRAM RAW DATA

	Not at all	Once in a while	Sometimes	Often	Most of the time	Always	No Response
My workplace provides educational information about lifestyle topics (physical activity, nutrition, sun safety, etc.).	0/19 0%	5/19 26%	4/19 21%	6/19 32%	3/19 16%	1/19 5%	0/19 0%
My workplace provides coordinated activities that promote physical activity/healthy eating/sun safety.	5/19 26%	3/19 16%	4/19 21%	4/19 21%	1/19 5%	2/19 11%	0/19 0%
We have healthy foods served at meetings and special events.	1/19 5%	1/19 5%	7/19 37%	1/19 5%	6/19 32%	3/19 16%	0/19 0%
My workplace sponsors or participates in community activities/events e.g. sponsors a sports team, sits on a community committee.	5/19 26%	2/19 11%	3/19 16%	4/19 21%	4/19 21%	1/19 5%	0/19 0%

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree	No Response
Our workplace has policies that promote physical activity.	1/19 5%	10/19 53%	4/19 21%	2/19 11%	1/19 5%	1/19 5%
Our workplace has policies that promote healthy eating.	3/19 16%	9/19 47%	4/19 21%	2/19 11%	0/19 0%	1/19 5%
Our workplace has policies that promote sun safety.	2/19 11%	5/19 26%	3/19 16%	8/19 42%	0/19 0%	1/19 5%
I feel that our workplace generally supports healthy lifestyle behaviour.	0/19 0%	0/19 0%	3/19 16%	10/19 53%	5/19 26%	1/19 5%
Our workplace is considering healthy lifestyle policies.	0/19 0%	0/19 0%	4/19 21%	8/19 42%	6/19 32%	1/19 5%

APPENDIX I: HS@W POST-PROGRAM RAW DATA

	Not at all	Once in a while	Sometimes	Often	Most of the time	Always	No Response
My workplace provides educational information about lifestyle topics (physical activity, nutrition, sun safety, etc).	0/10 0%	0/10 0%	0/10 0%	4/10 40%	4/10 40%	2/10 20%	0/10 0%
My workplace provides coordinated activities that promote physical activity/healthy eating/sun safety.	0/10 0%	0/10 0%	3/10 30%	3/10 30%	2/10 20%	2/10 20%	0/10 0%
We have healthy foods served at meetings and special events.	0/10 0%	0/10 0%	3/10 30%	3/10 30%	3/10 30%	1/10 10%	0/10 0%
My workplace sponsors or participates in community activities/events i.e. sponsors a sports team, sits on a community committee.	1/10 10%	1/10 10%	0/10 0%	2/10 20%	1/10 10%	4/10 40%	1/10 10%

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree	No Response
Our workplace has policies that promote physical activity.	0/10 0%	4/10 40%	1/10 10%	5/10 50%	0/10 0%	0/10 0%
Our workplace has policies that promote healthy eating.	0/10 0%	2/10 20%	1/10 10%	7/10 70%	0/10 0%	0/10 0%
Our workplace has policies that promote sun safety.	0/10 0%	3/10 30%	1/10 10%	5/10 50%	1/10 10%	0/10 0%
I feel that our workplace generally supports healthy lifestyle behaviour.	0/10 0%	0/10 0%	0/10 0%	6/10 60%	4/10 40%	0/10 0%
Our workplace is considering healthy lifestyle policies.	0/10 0%	2/10 20%	2/10 20%	4/10 40%	2/10 20%	0/10 0%
Our workplace is currently developing healthy lifestyle/policies.	0/10 0%	3/10 30%	2/10 20%	4/10 40%	1/10 10%	0/10 0%